



FI\$Cal

Financial Information System for California

Wave 2 – User Acceptance Testing (UAT) Scenario Workshop – Customer Contracts (CA)

February 17, 2015

Agenda

- Purpose and Expected Outcome
- Review BUSN242 Response Template
- Wave 2 UAT Scenarios
 - Functionality Introduction
 - Review Related UAT Scenarios
 - Collect Additional UAT Scenarios
- Next Steps

Purpose and Expected Outcome

- Purpose:

- ☐ The Purpose of this Workshop is to review the testing scenarios planned for Wave 2 User Acceptance Testing (UAT) – this is part of BUSN242. Our goal is to solicit additional testing scenarios from departments to ensure we have adequately covered the complete business process for each area.

- Expected Outcome:

- ☐ Conduct workshops and capture feedback for additional departmental UAT Scenarios.

Review BUSN242 Response Template

- Open Response Template on Desktop

Customer Contract Key Terms

Term	Definition
Grant	Sponsored Contract Award Agreement where the State is receiving funding.
Sponsor	Federal or other Awarding Agency/Department who is responsible for funding the award.
Project	FI\$Cal ChartField value used for tracking financial transactions associated with a Grant/Award or Reimbursable Project.
Activity	FI\$Cal Project ChartField used to identify task or phase for the project. For Grants, usually mapped to the spending categories for the grant.
Customer	External customer to be billed for the contract. May be external 3 rd party (Federal Government) or another State Agency.

Customer Contract Key Terms

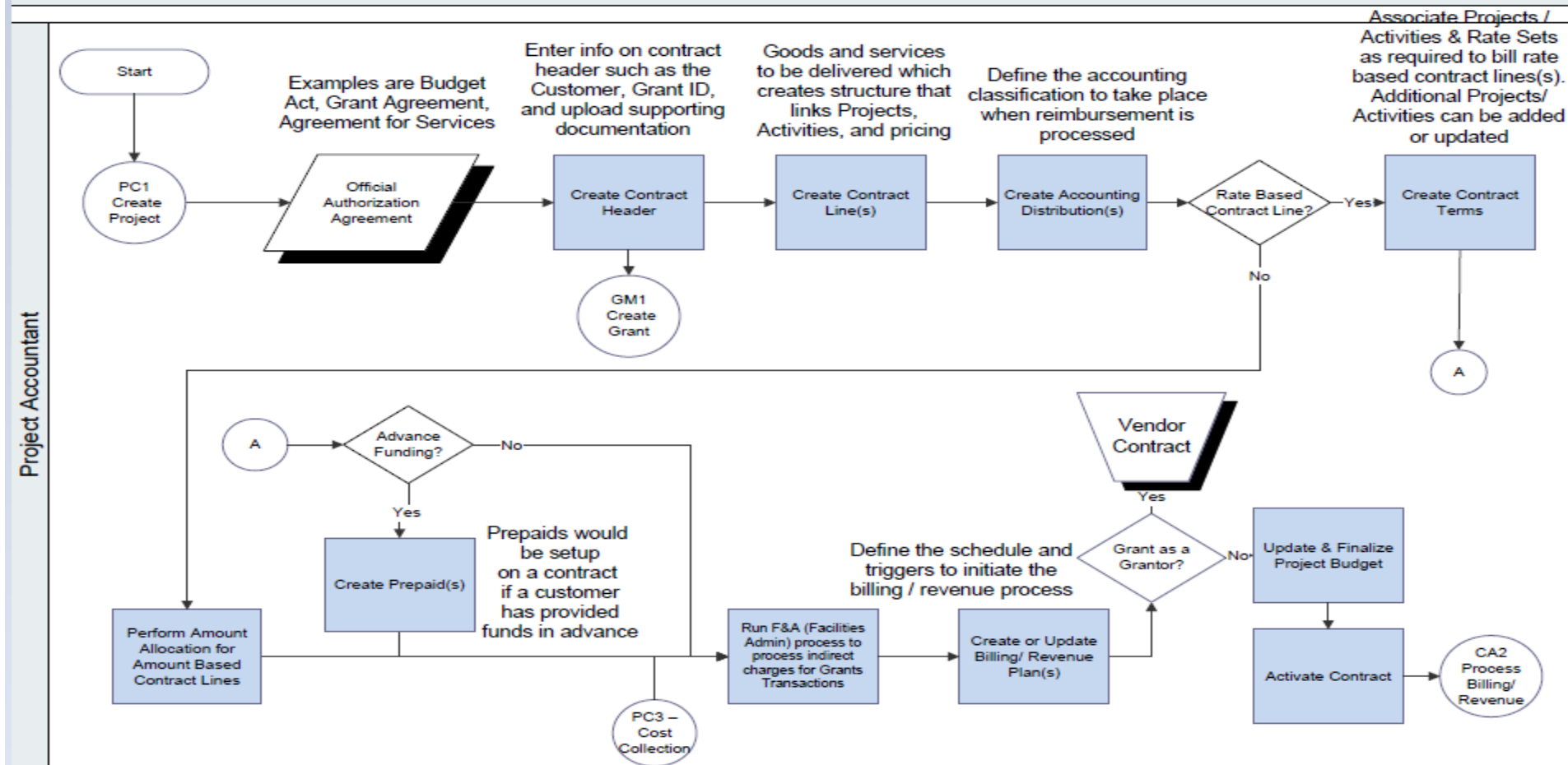
Term	Definition
Customer Contract	Contract Agreement within FI\$Cal that will define Billing and Revenue Recognition terms for a grant award / reimbursable project.
Contract Amendment	Change to the contract after it has been set to Active status. All history is tracked for contract amendments.
Product	Good or service “sold” to a customer on a contract line. May be as specific or generic as needed.
Vendor	Local Agency or third party that receives funding from the State. Also identified as a Sub-Recipient or Sub-Grantee.

Wave 2 UAT Scenarios

Business Process	UAT Scenario	Brief Description
CA1 - Create & Maintain Customer Contracts	Update a contract (Grants-related)	Contracts are automatically created from the award generation process. View and update the contract. Change the status to Active to enable billing and revenue processes to occur.
CA1 - Create & Maintain Customer Contracts	Create Contract (non grants related/As Incurred Price and Amount-based Price Type lines)	Create a non-grants related Cost Reimbursable type of contract. Change the status to Active to enable billing and revenue processes to occur.
CA1 - Create & Maintain Customer Contracts	Create and Process Prepaid line	Do the following: (1) Create Prepaid Line, (2) Process Prepaid & Utilization, (3) Review Prepaid Utilization.
CA1 - Create & Maintain Customer Contracts	Run Contracts-Related Reports	Run the following Contracts Reports: (1) Contract Amendment Report, (2) PC Transaction Listing report, (3) PC Billing and Revenue Report.
CA1 - Create & Maintain Customer Contracts	Verify Customer Contract Conversion	After converting a contract, verify all fields are populated correct. From Contract, create an Award - validate award fields and update.



CA1: Create and Maintain Customer Contracts

CA1 -Create and Maintain Customer Contracts



Scenario 1: Create and Maintain Customer Contracts

Create Contract: Contract General Information

General		Lines		Amendments	
Contract Number:	TULARE_K8	Sold To Customer:	Master Services		
Amendment Number:	0000000000	*Contract Status:	ACTIVE 		
Amend Contract		Add to My Contracts			
Description:	<input type="text" value="New Tulare K8 School"/>	Processing Status:	Active		
Contract Admin:	<input type="text" value="Emmerson,Nancy"/> 	Amendment Status	Complete		
Region Code:		Business Unit:	Department of General Services		
Contract Type:	GRANTS	Contract Classification:	Standard		
Currency Code:	USD	Start Date:	07/01/2013		
Exchange Rate Type:	CRRNT	End Date:	12/31/2099		
Contract Signed:	05/12/2014	Last Update Date/Time:	05/12/2014 5:43:19PM		
		Last Update User ID:	DHoferkamp		
▶ Other Information					
▶ Summary of Amounts					
Go To:	Billing Plans	Revenue Plans	Milestones	Renewals	<input type="text" value="More"/> ▼

Scenario 1: Create and Maintain Customer Contracts


Customer Contracts: Contract Lines

General

Lines

Contract Number:

TULARE_08



Sold To Customer:

Master Services



Contract Status:

PENDING

Add Contract Lines

Add Default Kit

Contract Lines


[Personalize](#) | [Find](#) | [View All](#) |  









First 1-2 of 2 Last

General

Detail

Amount Detail



Line	Product	Description	Price Type	Start Date	End Date	Status	
1	CONS-ALLOCATIONS	Consulting-GL Allocations	Rate	02/01/2015 	02/28/2015 	Active 	
2	DSA-SERVICES	DSA Services	Amount	02/02/2015 	02/27/2015 	Active 	

Go To:


Billing Plans

Revenue Plans

Milestones

Renewals

Amount Allocation

More 

Scenario 1: Create and Maintain Customer Contracts


Create Contract: Line Details

General

Lines

Contract Number:

TULARE_08



Sold To Customer:

Master Services

Contract Status:

PENDING

Add Contract Lines



Add Default Kit

Contract Lines

Personalize

Find

View All

First


1-2 of 2

Last

General

Detail

Amount Detail



Line	Product	Billing Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name	
1	CONS-ALLOCATIONS	Pending	Contract Terms	Distribution	Internal Notes	Master Services	-
2	DSA-SERVICES	Pending	Contract Terms	Distribution	Internal Notes	Master Services	-

Go To:

Billing Plans

Revenue Plans

Milestones

Renewals

Amount Allocation

More

▼


Scenario 1: Create and Maintain Customer Contracts

Create Contract: Contract Terms

Related Projects

Contract Number:

TULARE_08



Sold To Customer:

Master Services

Amendment Number:

Contract Status:

PENDING

Contract Line:

1

Price Type:

Rate

Product:


CONS-ALLOCATIONS

Description:

Consulting-GL Allocations

PC Business Unit:

US001



Transaction Limits


Review Limits

Billing Limit:


5,000,000.00

Perform Limit Checking

Discount ID:




Retainage ID:







☐ Tiered Pricing

Tiered Pricing


Associated Rates

Personalize | Find | 




First 1 of 1 Last

Effective Date	Status	Rate Selection	Rate Set		
1 02/04/2015 	Active 	Rate Set 	PM_BIL 	Rate Set	<div>+</div> <div>-</div>

Associated Projects & Activities

Personalize | 

First 1 of 1 Last

*Project	Description	*Activity	Description		
 FININTPROJ 	Financials integration	FININTACT 	Fin Int Activity	<div>+</div> <div>-</div>	

Create Project

Create Activity

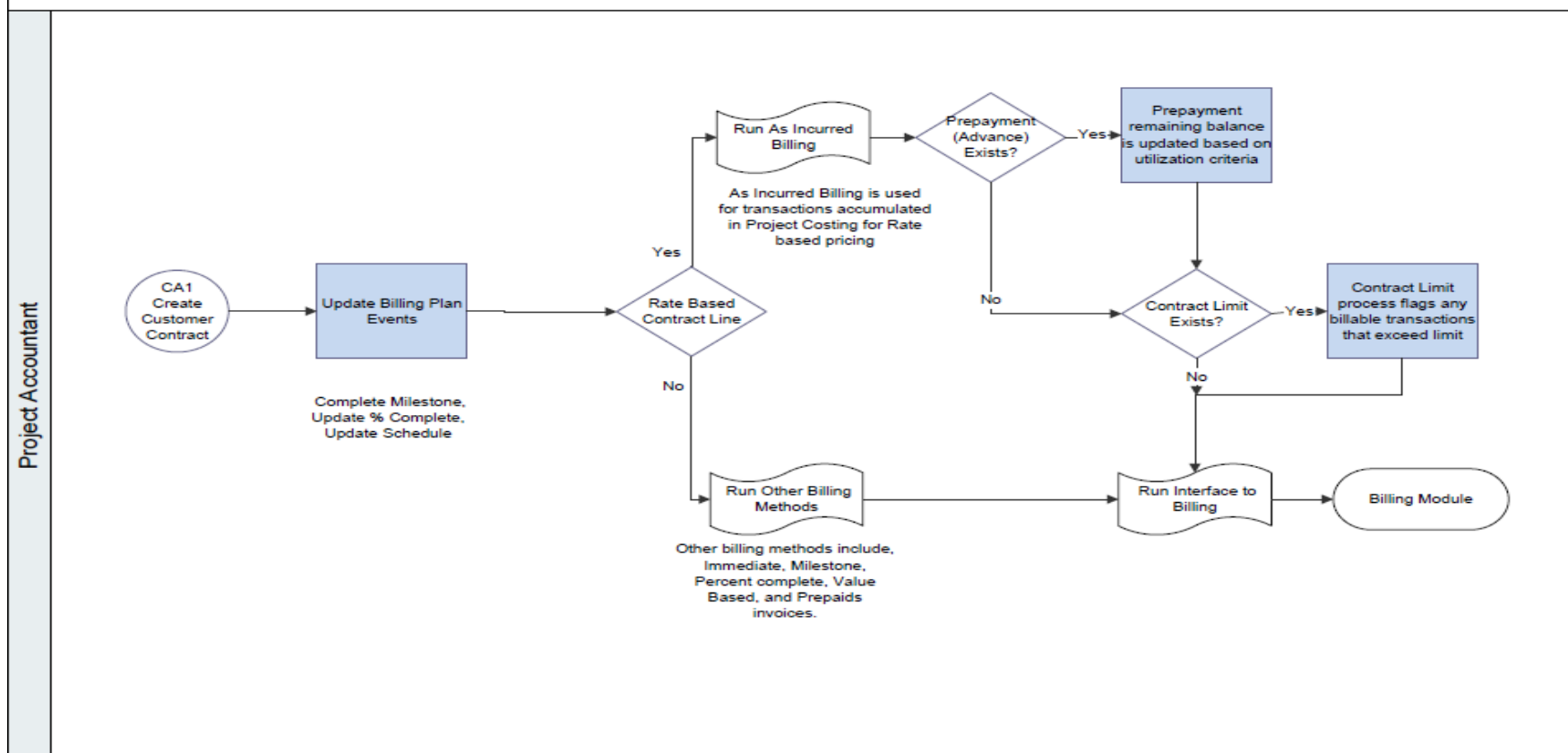
All Activities

Wave 2 UAT Scenarios

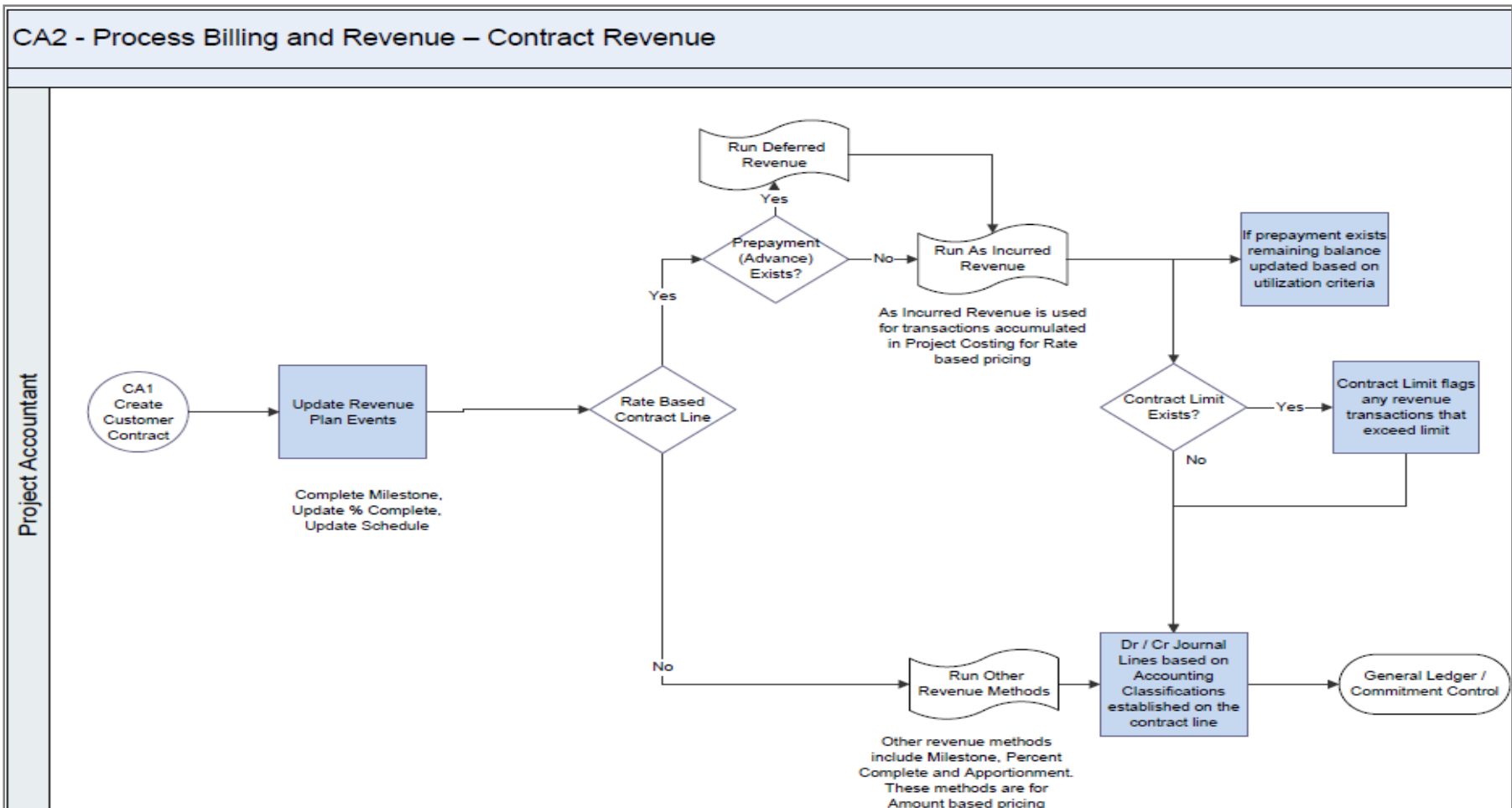
- Collect Additional UAT Scenarios
 - Open dialogue to solicit additional UAT Scenarios for usage during UAT
 - *CA1 - Create & Maintain Customer Contracts*

CA2: Process Contract Billing and Revenue

CA2 - Process Billing and Revenue – Contract Billing



CA2: Process Contract Billing and Revenue



Wave 2 UAT Scenarios

Business Process	UAT Scenario	Brief Description
CA2 - Process Contract Billing and Revenue	Run As-Incurred Billing to generate an invoice	Run As-Incurred Billing process and additional billing processes for contract rate-based line to generate an invoice. Validate that invoices do not exceed billing limit.
CA2 - Process Contract Billing and Revenue	Run Other Billing Methods to generate an invoice for Amount-based line	Run Process Other Billing Methods process and additional billing processes for contract amount-based line to generate an invoice.
CA2 - Process Contract Billing and Revenue	Run As-Incurred Billing to generate a Letter of Credit report	Run as-Incurred billing though Single Action Invoice job for contract rate-based/Letter of Credit (LOC) line to generate a LOC report and to complete all required billing processes.
CA2 - Process Contract Billing and Revenue	Setup and process deferred revenue for non-Prepaid line.	Setup contract line and billing plan and process deferred revenue for non-Prepaid line.
CA2 - Process Contract Billing and Revenue	Generate Contract Interunit Bill	Setup Internal type of contract and process interunit bill.

Contracts Overview

Contracts enables you to:

- Capture contractual terms and conditions of awards and reimbursable projects
- Choose when and how to bill the Sponsor / Customer
- Choose when and how to recognize revenue in a suitable manner
- Tie a Contract to a Project using the Project ChartFields – they will be required for all Contract lines
- Manage changes through amendment processing
- Link Project Costing to the Billing and Accounts Receivable modules

Billing and Revenue Recognition Overview

Contracts allows you to define and administer the billing and revenue rules for contractual agreements required for Grant Sponsors and Reimbursable Project Customers.

- Contracts Billing and Revenue Plans:

- ☐ Are required for every contract line in order for billing to occur
- ☐ Are required for every contract line in order for revenue recognition to occur
- ☐ Store the schedule of when billing and revenue should occur
- ☐ Created in Pending status
- ☐ Must be marked Ready, move to In Progress when run

Billing Methods

- **As Incurred** - Refers to goods or services whose billable items accumulate in the Project Costing module.
- **Value Based** - Enables you to define and bill amounts other than the actual rate-based transactions processed for revenue recognition.
- **Milestone** - Billing is triggered by an event or milestone that is associated with the billing plan.
- **% Complete** - Generate bills over a period of time by updating the percentage of completion.
- **Immediate** - Eligible to be triggered as soon as the plan is marked Ready.

Revenue Methods

- **Example 1: As Incurred** - Architect has completed set of blueprints. Revenue recognized for costs incurred.
- **Example 2: Apportionment** - Construction project revenue recognition is set up for \$1,000,000 per month for the next 12 months.
- **Example 3: % Complete** - The construction project is 25% complete so revenue recognition is 25% of the total amount.
- **Example 4: Milestone** - Milestone “Foundation of building poured” has been reached. Revenue recognition once milestone reached.

Scenario 2: Process Contract Billing and Revenue

Create Contract: Line Details – Bill Plan

Contract:	TULARE_K8	BI Unit:	7760
Sold To Customer:	0000050039	Master Services	Bill To: 0000050039 Master Services
Billing Plan:	B101	Immediate Billing Plan	Currency: USD

Description:

*Billing Status: In Progress Cancel

Billing Method: Immediate

Customer Information

BI Unit: Department of General Services
 *Bill To Customer: Master Services Addr Num:
 Bill To Contact: Marcos Oliveria

Billing Options

Bill Type: ☒ Pre Approved [Billing Header Note](#)
 Bill Source: ☐ Direct Invoice [Internal Notes](#)
 Summarization Template ID [Preview Summarization Template](#)

Billing Default Overrides

Invoice Form:
 Cycle ID: [View Customer Defaults](#)
 Bill By ID: Contract
 Payment Method:
 Payment Terms:
 Billing Inquiry:
 Billing Specialist: Catherine O Toole

Amount Detail

Negotiated Amount: 4,000,000.00
 Total Amount: 4,000,000.00
 Total Billing History: 4,000,000.00

Scenario 2: Process Contract Billing and Revenue

Create Contract: Line Details – Revenue Plan

Revenue Plan

Revenue Plan

Contract:	0000000002	Business Unit:	4170	Currency:	USD
Sold To Customer:	DEPT348000	DHHS		GL Business Unit:	4170
Revenue Plan:	R101			GL Currency:	USD

Description:

*Plan Status:

Recognition Method:




☐ Hold

Define Events By

[Add Milestone](#)

Event Detail

Personalize | Find | View All |   First  1 of 1  Last

Event	Event Type	*Event Status	Accounting Date		
1	<input type="text" value="Date"/>	<input type="text" value="Pending"/>	<input type="text" value="01/31/2015"/> 	Event Note	 

Scenario 2: Process Contract Billing and Revenue

Rate Sets and PC Pricing – Rate Set Source Criteria

Rate Sets

Target

Business Unit:

4170

Rate Set:

GMRT1

Rate Set Type:

Standard

*Rate Definition Type:

Billing

*Description:

Grants Rates

Rate Set Category:

Define Rate Set

Find | View All

First 1 of 1 Last

Effective Date:

01/01/1900

Status:

Active

☐ Enable Variance

Define Criteria for Incoming Transactions

Personalize | Find | View All

First 1-3 of 3 Last

Target	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Employee ID	Unit of Measure	Currency
Target	ACT	%	%	%	%	%	%	%	%	%
Target	GLE	%	%	%	%	%	%	%	%	%
Target	TLX	%	%	%		%	%	%	%	%

Scenario 2: Process Contract Billing and Revenue

Rate Sets and PC Pricing – Rate Set Target Criteria

Rate Sets

Target

Business Unit:

4170

Rate Set:

GMRT1

Description:

Grants Rates

Rate Definition Type:

Billing

Rate Set Type:

Standard

Rate Set Category:

Source Criteria

Find

First

1 of 3

Last

Analysis Type:

ACT

Project Role:

%

General Ledger Business Unit:

%

Job Code:

%

Time Reporting Code:

%

Unit of Measure:

%

Employee ID:

%

Currency:

%

General Ledger Information

Source Type	Category	Subcategory	Account	Alternate Account	Operating Unit	Fund Code	Department	Program Code	Class Field	Budget Ref
%	%	%	%	%	%	%	%	%	%	%

Target

Define Target Rows

Personalize

Find

View All

First

1 of 1

Last

Rate Option	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type	Target Category	Target Subcategory	To Currency		
NON	1.000000		BIL						+	-

Wave 2 UAT Scenarios

- Collect Additional UAT Scenarios
 - Open dialogue to solicit additional UAT Scenarios for usage during UAT
 - *CA1 – Process Billing and Revenue*

Wave 2 UAT Scenarios - DGS

Business Process	UAT Scenario	Brief Description
CA2 - Process Contract Billing and Revenue	REO bill hours in PAL	Upload Billable hours to PeopleSoft and Bill the associated cost to Customer
CA2 - Process Contract Billing and Revenue	Surcharge (based on monthly rental amount) is swept from Agencies' Accounts	Surcharge costs coming in through statistical interface (monthly cost) from DGS to PeopleSoft. Surcharges are billed
CA2 - Process Contract Billing and Revenue	Keep updated on billing and balances for large contracts.	View Contract Summary Page ,Project Listing Report and Prepaid Reports to view Contract Balances
CA2 - Process Contract Billing and Revenue	PD external billing	A file uploaded to PeopleSoft with billable costs on project/Activities and billed to Customer
CA2 - Process Contract Billing and Revenue	Project Billing-Parking and Building Rental	<ol style="list-style-type: none"> 1. Input Billing Adjustment (ex: Adjustment on square footage or parking space) requested by Fleet and/or BPM. 2. Rate Set adjusted and the cost re-billed to customer
CA2 - Process Contract Billing and Revenue	Project Billing-Time Entry	Interface from BPM to PS and billing time hours to customer

Wave 2 UAT Scenarios

- Collect Additional UAT Scenarios
 - Open dialogue to solicit additional UAT Scenarios for usage during UAT
 - *CA1, CA2 – Process Billing and Revenue for DGS*

Next Steps

- Provide any additional UAT Scenarios (BUSN242) prior to due date.
- Review and Complete the CA Scenarios as part of the BUSN242 Response Template due **Friday, February 27, 2015.**

Question and Answer



FI\$Cal Project Information:

<http://www.fiscal.ca.gov/>

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